



Job Vacancy Announcement

Agency Job Posting #: TSBP 23-025
Work in Texas #: 16000266

Number of Openings: 1
Schedule: Full-Time

Opening Date: May 22, 2023
Closing Date: July 10, 2023

Job Title: PMP Review Technician
State Classification: 1570 - Program Specialist I
FLSA: Non-Exempt
Monthly Salary: \$3,150.00 (B17)
Team: Prescription Monitoring Program
Reports to: PMP Manager
Travel: None
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Position Eligible (according to business needs)
Teleworking Status: Position Eligible (Part-Time or Temporary Basis according to business needs)

Military Crosswalk
Navy: OS, YN, YNS, 611X, 612X, 641X, 712X
Coast Guard: OS, YN, OSS, PERS
Air Force: 8U000, 16GX, 60C0, 63G0, 86M0, 86P0, 88A0, 88B0

GENERAL POSITION DESCRIPTION

Performs routine (journey-level) technical assistance work relating to the monitoring of data submitted to the Prescription Monitoring Program (PMP). Work involves conducting compliance reviews on pharmacy-submitted data, conducting reviews of pending AWAxE registration accounts, and providing general information regarding the Prescription Monitoring Program and related controlled substance laws and rules.

REPORTING RELATIONSHIPS

Works under the general supervision of the Prescription Monitoring Program Manager with moderate latitude for the use of initiative and independent judgment within the limits of the agency and PMP Team policies and procedures. Work is subject to review by others, including the PMP Manager, General Counsel, and Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities relating to the controlled substance dispensation data as submitted by pharmacies in the PMP Clearinghouse. Work involves:
 - Conducting reviews and analysis of data to ensure compliance with laws and rules governing the practice of pharmacy and dispensing of controlled substances;
 - Collecting and reviewing applicable records, such as clearinghouse data, pharmacy records, and supplemental information;
 - Monitoring, summarizing, and documenting findings in memorandums and final reports
 - Communicating with pharmacy staff, including the pharmacist-in-charge, regarding data deficiencies and provide assistance and education for compliance; and;
 - Providing updates on reviews to Team Leader on a weekly basis;
 - Preparing documents and records for referral of non-compliant pharmacies to Enforcement Team for further action; and
 - Maintaining and closing reviews and review records in accordance with established policies and procedures.
- Provides support for the AWAxE program registration. Work involves:
 - Assisting users with registration and login issues via the administrator portal;
 - Reviews pending user registrations that require additional verifications; and
 - Documents the approval or denial of user registration applications and other actions taken.

- Serves as a liaison to applicants, licensees, registrants, and the general public on telephone queue and through shared email inbox regarding the Prescription Monitoring Program and laws and rules governing controlled substances.
- May assist in the development of PMP Teams policies and procedures relating to assigned programs.
- Maintains confidentiality of dispensation data and associated records.
- Determines work priorities and schedules times accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.
- May serve as back-up to other equivalent team staff in their absence.

General Qualifications

Knowledge, Skills, and Abilities

Knowledge of laws and rules governing the practice of pharmacy and controlled substances; agency policies and procedures; practices of general pharmacy operations; and basic customer service principles and techniques.

Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word, Microsoft Excel, and Adobe Acrobat; and reviewing documents for accuracy and completeness.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems and recommend courses of action based on the application of agency procedures; communicate effectively with others, both verbally and in writing; to provide guidance to others; to maintain confidential and sensitive information; to interpret and apply policies and guidelines; to manage multiple priorities concurrently and meet deadlines; and manage time efficiently and work independently.

Education and Experience Requirements

- Customer Service or administrative experience, preferably in a health-related professional fields
- Experience in a pharmacy licensed by Texas is preferred.
- Experience in regulatory work or legal assistant work is desirable.
- High-school degree or equivalent is required. Graduation from an accredited college or university is generally preferred. Education and experience may be substituted for one another.

License Required: None.

Texas Pharmacy Technician Registration is preferred. If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with the Texas State Board of Pharmacy.

Environmental and Physical Conditions

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with “see resume” within the summary of experience is considered incomplete and will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant’s unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
human.resources@pharmacy.texas.gov

Veteran’s Preference

In order to receive a veteran’s preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran’s Administration, or a copy of the DD1300.

The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP’s employment positions are covered by the Fair Labor Standards Act (FLSA). TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP’s EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf